

EMPLOYEE TRAINING RECORD		
<b>TRAINING TITLE</b> Grass Trimmer		
<div style="text-align: center; margin-bottom: 10px;"><b>KEY TEACHING POINTS</b></div> <p><b>BEFORE USING THE TRIMMER</b></p> <ul style="list-style-type: none"> <li>Read the owner's manual carefully.</li> <li>Wear proper protective clothing: eye protection, trim-fitting pants and shirt, sturdy shoes, reflective vest, and ear protection if using a gas-powered trimmer.</li> <li>Check the machine for loose, broken, or damaged parts -- repair or replace as needed.</li> <li>Be sure electric units are either double insulated or connected to a 3-prong grounded outlet.</li> <li>Use a properly sized outdoor type extension cord for electric units. A of a ground fault interrupter (GFI) circuit provides added safety.</li> <li>Do not use electrical powered units in damp or wet conditions.</li> <li>Be sure the working area is free of hazards, which could hamper the use of the trimmer.</li> <li>Trimmers can throw objects with force so keep children, bystanders, and pets from the working area.</li> </ul> <p><b>WHILE OPERATING THE TRIMMER</b></p> <ul style="list-style-type: none"> <li>Do not operate the trimmer near windows.</li> <li>Keep the trimmer close but not touching the ground. Angle the unit slightly to the left to discharge trimmings away from your body.</li> <li>Hold the trimmer firmly with both hands in a properly balanced stance.</li> <li>Keep the hot engine and exhaust away from your body.</li> <li>Use only monofilament string recommended by the manufacturer. Never use wire or metal reinforced string as broken pieces can become lethal missiles.</li> <li>Do not use the trimmer for any purpose other than manufacturer's recommendations.</li> <li>Never touch the string while in operation.</li> <li>Do not operate gas powered units indoors to prevent carbon monoxide poisoning.</li> <li>Stop the engine and disconnect spark plug wire before servicing. Disconnect the power cord on electric units.</li> <li>Refuel only with engine stopped and cool.</li> </ul> <p><b>WHEN FINISHED</b></p> <ul style="list-style-type: none"> <li>Store the unit in an area where children or untrained personnel will not have access.</li> </ul>		
<b>TEST</b>		
	<b>ANSWERS</b>	
<b>QUESTION</b>	<b>TRUE</b>	<b>FALSE</b>
1 Keep children, bystanders, and pets from the working area.		
2 Do not use the trimmer for any purpose other than manufacturer's recommendations.		
3 When working near traffic, always wear a reflective vest.		
4 Store the unit in an area where children or untrained personnel will not have access.		
5 Check the machine for loose, broken, or damaged parts -- repair or replace as needed.		
<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>

1. True   2. True   3. True   4. True   5. True